



CV Writing

A CV is a clear and focused overview of education, work experience and skills which is used when applying for vacancies. A covering letter accompanies your CV when sent off to an employer. When writing a CV, it is hard to know what goes where - but this guide will show you the basics.

CV Layout

Personal Details. The best place to start with a CV is you! Include your name, address and contact details. Put these at the top of the page.

Personal profile. Then move onto a short personal profile. It is used to provide the reader with a brief outline of your motivation for applying and your unique selling points.

Education: in reverse-chronological order (i.e. most recent first) include your place of study, subject and grades.

Skills profile (if doing a skills-based CV) You can develop skills through paid experience, the Bolton Award, work shadowing, university work and clubs and societies. Make sure you can provide evidence for the skills you include by stating where you have used them, and highlight those that are most relevant to the job you are applying for.

Work history and/or voluntary experience. List all relevant, previous roles. These should be in reverse order with the most recent first. Make sure that you list some of the duties held in your job role, as well as any positions of responsibility. These will show what you are capable of.

Additional information / achievements. Here you can include any additional pieces of information which you are unable to include elsewhere on your CV e.g. Driving Licence, recent DBS (Disclosure and Barring Service) check, language skills, customer care training etc.

Hobbies and interests. If relevant and if you have space towards the end of your CV, you can include hobbies and interests. Try to promote creative and team activities, or interests that are relevant to the role. As your employment record grows, this should take less precedence.

References. It is good practice to have details of at least two referees. These are used to prove you are who you say you are, as well as what you are claiming to have achieved. These can be previous employers or tutors. Just ensure you have asked their permission before listing them. If you're running low on space, you can simply say they are 'available on request'.

Hints and Tips

Always read through and check your CV. Make sure all details, grammar and spellings are correct. You may wish to ask a Careers Adviser to check it for you before sending to an employer.

- Specifically tailor it; make sure a new one is written for each job you apply for. Don't re-use a CV, it might suggest you don't care about the job or don't pay attention to detail
- Remember a standard CV should be no more than 2 sides of A4 paper
- You can always change the order of the sections within your CV by placing the things you believe to be most relevant first
- CV360 on Student Hub+ performs over 50 checks instantly, including spelling and grammar
- Submit your CV to the Adviser Checking Service on StudentHub

Contact us: 02104 903080, <https://studenthub.bolton.ac.uk>

Access LEAP Online at: www.bolton.ac.uk/leaponline